

OREGON DEPARTMENT OF CORRECTIONS

The Public Safety Checklist and Proxy Manual

For Community Corrections

Lee Cummins, Community Corrections Coordinator

3/20/2014

Version 2.2: Background and information on the new PSC risk assessment tool, including using the automated system in the Corrections Information System.

Table of Contents

Implementation of the Public Safety Checklist 2012	3
Background:	3
The Public Safety Checklist (PSC)Information:	3
Updates to the PSC since Implementation (2013-2014).....	5
DOC Community Case Management Rule, Division 078:	5
The Use of ‘Policy’ Overrides:	5
The New Cut Off Scores (2014):	6
Other Changes of Note:	6
The PSC Variables Explanation:	8
Creating The Automated PSC Assessment.....	10
Creating The Proxy Assessment	15
Overrides.....	17
OTTO For Community Corrections for the PSC/Proxy 2/25/14:.....	21

Implementation of the Public Safety Checklist 2012

Background:

The Public Safety Checklist went into effect September 1, 2012. Due to the Labor Day holiday 9/3/12, the automation went into production September 4, 2012.

In November 2009, the Oregon Association of Community Corrections Directors (OACCD) chartered a workgroup to study the feasibility of incorporating a new static risk tool to replace the current Oregon Case Management System (OCMS) risk assessment tool. The workgroup was comprised of representatives from county community corrections agencies, the Oregon Criminal Justice Commission (CJC), and the Department of Corrections (DOC). The workgroup reviewed and piloted a number of tools including the LSI/R SV, LS/CMI Section 1.1, the Oregon Risk Assessment Tool (ORAT), and the Proxy.

Ultimately, the workgroup recommended a tool developed by CJC called the Public Safety Checklist (PSC). The PSC is a revised version of the earlier ORAT. The recommendation was the result of numerous factors including:

- ✦ The 78% accuracy rate of the PSC versus that of the OCMS at 63% No training or inter-rater reliability issues
- ✦ Fast!!
- ✦ Can be used by our CJ partners
- ✦ Built on Oregon data and draws data from LEDS/OJIN/CIS
- ✦ More robust than PROXY
- ✦ Easy to use
- ✦ Calculates 15 factors behind the scenes

The workgroup also recognized that the PSC does have some deficits, including lack of juvenile and out of state criminal history and does not access an offender who has no arrest history. In those cases, the workgroup recommended that the Proxy be used.

On July 13, 2011, workgroup members presented this recommendation to the full membership of OACCD. The association unanimously voted to move forward with the PSC as a replacement for the current OCMS risk tool.

The Public Safety Checklist (PSC) Information:

The PSC is a second generation actuarial risk tool designed by CJC in cooperation with DOC. The tool provides a quick, objective, validated assessment of the probability an offender will be re-convicted of a felony within three-years of release from prison or a sentence to probation that's based upon historical Oregon data; the offender's age, gender, and criminal history.

The PSC was built using data from over 350,000 Oregon offenders from 1980 to the present. The tool draws data from the Corrections Information System (CIS), the Law Enforcement Data System (LEDS), and the Oregon Judicial Information Network (OJIN). The PSC weighs the following predictive factors and gives a **“composite score”** for an offender with these characteristics:

Demographic Data

- + Age
- + Gender

Criminal History Data

- + age of first arrest (adult arrests only)
- + number of prior arrests for a person, property or other (statutory) type of crime
- + arrest record in the last five years
- + a previous arrest for a domestic violence crime
- + a previous theft conviction
- + any prior revocations on parole or probation
- + any prior incarcerations
- + previous probation and supervision record
- + multiple custody cycles

On July 11, 2012, the proposed cut-off scores and associated risk levels were brought before the full OACCD membership and unanimously accepted. They are:

- LOW = 0 to .239
- MEDIUM = .240 to .374
- HIGH = .375+

Use of the PSC is governed by the DOC Community Case Management Rule, Division 078. For purposes regarding the use of the automated tool, the following excerpts apply:

- All agencies are required to use Community Case Management (CCM).
- CCM applies to all offenders being supervised or investigated due to a felony conviction and to offenders on diversion and/or deferred sentences.
- New cases, offenders returned from abscond if he/she has been absent from supervision for a period of six months or longer, and offenders released from incarceration due to revocation or upon a new felony conviction must be assessed by the PSC.
- If the offender has no in-state arrest history or an out-of-state criminal history, the Proxy risk tool will be used. This may include incoming Compact cases.
- For offenders with a PSC or Proxy level of Medium or High, the Level of Service/Case Management Inventory (LS/CMI) tool and a case plan will be completed. The LS/CMI is not required on sex offenders who are subject to the Static 99/Static 99R.
- All overrides must be based upon factors identified by one of the following tools:
 - LS/CMI
 - Stable
 - ODARA
 - Policy Override
 - SVDO designation
 - Unavailable status, which includes:
 - CMPO – Compacted Out of State
 - In Custody
 - Medical (Hospice, State Hospital, etc.)
 - Residential Treatment
 - Warrant/Abscond

Updates to the PSC since Implementation (2013-2014)

The following changes were put into effect between 2013 – 2014 unless specifically noted in the individual subsection:

DOC Community Case Management Rule, Division 078:

Changes to the Rule as it pertains to the automation excerpted in page 4 above are as follows:

- *New cases, ~~offenders returned from abscond if he/she has been absent from supervision for a period of six months or longer, and offenders released from incarceration due to revocation or upon a new felony conviction~~ or whose calculated risk level changes must be assessed by the PSC.*
- *If the offender has **extensive juvenile criminal history**, no in-state arrest history or an out-of-state criminal history, the Proxy risk tool will be used. This may include incoming Compact cases.*

The Use of 'Policy' Overrides:

Recommendation from OACCD Risk Assessment Workgroup 6/19/13, proposed and supported by OACCD Executive Committee 6/20/13, and voted and accepted by OACCD 7/10/13 for the use of the 'Policy' type override.

OACCD decided at their 5/9/13 meeting to not allow the use of 'Policy' to override the calculated assessment based on time needed to do one of the specialized assessments such as the LS/CMI. Rather, the case will be supervised at the calculated level until the specialized assessment has been completed, and then the override can be done if necessary using the appropriate override type.

The OACCD Risk Assessment Workgroup (ORAW) was convened to work on issues that arose with the new tools. One of the issues identified was lack of clear direction for counties on what should constitute a Policy Override. While some counties have established policies they follow, many are using the Policy Override option in the same manners as the old 'PO Discretion' under OCMS. ORAW polled counties on their existing override policies, and was tasked to develop a joint document with OACCD to send out to counties as a guideline.

Examples of Acceptable 'Policy' Overrides:

Overrides in general should not be in place for the duration of supervision.

Override Up:

- Person to Person Crimes/Weapons: This could include Ballot Measure 11 offenses. Generally, this type of override should not exceed 6 months.
- Judge/DA Request: Such as dispositional/optional probation cases and Zero Tolerance.
- Drug/Specialized Court: Such as Stop, Start, Restitution, Mental Health, or VA.
- High Profile: Involving high profile offenders or victims

Override Down:

- Positive Compliance: To reduce an offender's supervision level, substantial compliance must be demonstrated for a period of 6 months from inception of supervision or last sanction.

Examples of positive compliance could include:

- Alcohol and Drug Compliant – does not require completion of treatment, but may mean current compliance with treatment, clean UA's, or no community conduct that signals abuse.

- Keeps Office Visits – Appointments are kept or rescheduled. Requires little effort to contact the client to have them report.
- No Formal Sanctions – 6 month compliance period.
- Compensatory Fine/Restitution – Offender is directed to comply with payment if able.
- Community Service Work – Does not have to be completed, but has to have been addressed by having made a referral or other clear directive.

The New Cut Off Scores (2014):

Because the PSC scores with the current population were scoring higher than was projected by the sample population, the OACCD risk Assessment Committee relooked at the cut off scores. The original projections for the risk levels were:

Original Projections:

- 59% Low
- 28% Medium
- 13% High

The 2013 population:

- 47.4% Low
- 29.8% Medium
- 22.8% High

The issue found was that the original population used included all offenders, including those on outcount status, instead of only those in the funded caseload pool, which excludes all misdemeanors and outcounts except for Compact Out offenders (CMPO). This was presented to OACCD on 11/22/13, where it was approved to change the cut-off scores to bring us back on track with the original projections to:

PSC Cut Off Scores 2/25/14

- **Low = 0-25**
- **Medium = 25-42**
- **High = 42+**

This change was put into production on 2/25/14, and new scores were auto-generated on all active offenders. No outcounts were included. This change did rescore the active population back to the original percentages noted above.

Proxy cut off scores remain:

LOW = 0 - 2
 MED = 3 - 4
 HI = 5 - 6

Other Changes of Note:

- @ 12/9/13 DOC began updating the CJC website for data consistency between it and CIS. Conviction information continues to be pulled from CIS and arrest information from LEADS on a daily basis.
- The LS/CMI Trainers Workgroup confirm that the LS/CMI should be redone within 1 year of the previous assessment if completed in the Community, and within 2 years if completed in the institution. An edit was completed in CIS 2/25/14 not allowing the use of the LS/CMI as an override if the date is not within the aging criteria.
- Requirement removed from OAR for an assessment to be required on offenders returned from Abscond after 6 months. The new OTTO notification system will notify on any offender whose level has changed, once readmitted, regardless of outcount type.
- An assessment can be done on DOC and Local inmates as of 2/25/14, but another will be required after being admitted to supervision to keep the offender in the funded caseload pool.
- There is still a day lag between entry of conviction information in CIS and updating the PSC calculation.
- The PSC Calculation:
 - 5/8/13 Incoming Compact cases excluded from the calculation.
 - As approved by OACCD 7/10/13, the Domestic Violence variable was removed from the PSC calculation 9/16/13 as the OJIN FAPA data was not reliable.
 - The most severe conviction in the DOC data is used in the PSC calculation. This CAN be a misdemeanor.
 - A DUII arrest is counted in the Person Arrest category, and a DUII conviction is counted in the Statutory Conviction category.
 - Felony cases with Misdemeanor treatment up front (FMP) are excluded from the PSC calculation.

The PSC Variables Explanation:

- **Age** – Offender’s current age
- **Age at first arrest** – Age at first arrest in LEDS
- **Gender** – Male or Female
- **Total person arrests** – Count of total person arrests, truncated at 15
The number of arrest incidents involving a person crime (as defined by Criminal Justice Commission Rules) based on offender’s arrest history in LEDS. Arrest incidents are counted by date of arrest and do not include the number of charges on a single arrest incident. The PSC considers DUII, burglary, and harassment as person arrests.
- **Total person arrests in the last 5 years** – Count of total person arrests in the last 5 years, truncated at 15
The number of arrest incidents in the last 5 years involving a person crime (as defined by Criminal Justice Commission Rules) based on offender’s arrest history in LEDS. Arrest incidents are counted by date of arrest and do not include the number of charges on a single arrest incident. The PSC considers DUII, burglary, and harassment as person arrests.
- **Total property arrests** – Count of total property arrests, truncated at 15
The number of arrest incidents involving a property crime under ORS 137.717.2 based on offender’s arrest history in LEDS. Arrest incidents are counted by date of arrest and do not include the number of charges on a single arrest incident. Crimes such as theft 3 and criminal mischief 3 are not included in 137.717.2, and are counted as statutory arrests
- **Total property arrests in the last 5 years** – Count of total property arrests in the last 5 years, truncated at 15
The number of arrest incidents in the last 5 years involving a property crime under ORS 137.717.2 based on offender’s arrest history in LEDS. Arrest incidents are counted by date of arrest and do not include the number of charges on a single arrest incident. Crimes such as theft 3 and criminal mischief 3 are not included in 137.717.2, and are counted as statutory arrests
- **Total statutory arrests** – Count of total statutory arrests, truncated at 15
The number of arrest incidents involving a statutory crime based on offender’s arrest history in LEDS. Arrest incidents are counted by date of arrest and do not include the number of charges on a single arrest incident. Probation, parole, and post-prison revocation arrests are not included in the PSC count of arrests.
- **Total statutory arrests in the last 5 years** – Count of total statutory arrests in the last 5 years, truncated at 15
The number of arrest incidents in the last 5 years involving a statutory crime based on offender’s arrest history in LEDS. Arrest incidents are counted by date of arrest and do not include the number of charges on a single arrest incident. Probation, parole, and post-prison revocation arrests are not included in the PSC count of arrests.
- **Multiple Custody Cycles** – Yes or No variable
An offender that has two or more custody cycles is considered to have multiple custody cycles. A custody cycle ends when the offender is completely discharged from incarceration and/or supervision (offender completes incarceration, probation and post-prison supervision). If the offender commits a new offense while incarcerated or on supervision, it is still part of the same custody cycle. If the offender has been completely discharged and commits a new offense, a new custody cycle starts.

- **Last Sentence Type** – 0 or 1 variable, 0-last sentence type was probation, 1- last sentence type was prison
- **Prior Incarceration** – Yes or No variable
Offender has been incarcerated (jail or prison) for a felony sentence and that felony sentence is in the DOC data
- **Prior Theft Conviction** – Yes or No variable
Offender has been convicted of a prior theft offense (these include 164.055, 164.057, 164.065, 164.075, 164.085, 164.095, 164.125, 164.140, 165.055, 165.074, 165.800)
- **Severity Score** – three digit severity score of most serious conviction in DOC data
- **Most Serious Person Conviction** – Yes or No variable
Yes if the most serious conviction in the DOC data is a person offense. If a person offense conviction is included in the DOC data, but it is not the most serious offense, then this variable is 'No'.
- **Most Serious Property Conviction** – Yes or No variable
Yes if the most serious conviction in the DOC data is a property offense. If a property offense conviction is included in the DOC data, but it is not the most serious offense, then this variable is 'No'.
- **Most Serious Statutory Conviction** – Yes or No variable
Yes if the most serious conviction in the DOC data is a statutory offense. If a statutory offense conviction is included in the DOC data, but it is not the most serious offense, then this variable is 'No'.

For the most serious person conviction, most serious property conviction, and most serious statutory conviction: only one of these variables will be 'Yes' and the other two will be 'No'.

Creating The Automated PSC Assessment

```

CCPPO                Corrections Information Systems (TEST)      12:05:31
EVERETTM             ISIS PPO Main Menu                          8/20/12
Select one of the following:

  1. W/W To-Do List
  2. W/W Caseloads
  3. W/W Treatment Programs
  4. Offender Information Screen
  5. Fee Balances by Caseload
  6. W/W Supervision Fees
  7. W/W Structured Sanctions
  8. W/W Offender Risk Assessments
  9. W/W STATIC-99 Assessment
 10. W/W Offender Stable/Acute
 11. W/W Court Orders
 12. W/W ODARA Assessments
 13. W/W Warrant Request (Offender)
 14. W/W Warrant Records (by PO)
      More...

Selection: 8                Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
  
```

- Option 8 from the CCPPO menu.

```

CMS203I             Corrections Information Systems (TEST)      12:07:37
EVERETTM             Work with Offenders Summary              8/20/12

Caseload number . . . 7302  PPO OFFICER
                          Position to . . .

Enter option...
  2=Change  4=Remove from caseload  5=Display  6=Print chrono  7=DNA req.
  8=History  9=SAT log 12=Condition tracking 13=Treatment programs
Opt Offender Name  SID#   Expir Date  CLS   Tool   Status C   DNA
  2 TEST 1,        1234567  1/17/2015  MED   OCMS   PR   P
  TEST 2,        2345678  10/21/2015  LOW   OCMS   PR   P
  TEST 3,        3456789  8/18/2012   MED   OCMS   PO BRD P
  TEST 4,        9876543  9/15/2013   MED   OCMS   PO BRD P
  TEST 5,        8765432  4/25/2013   MED   OCMS   PR   P
      More...

F3=Exit  F4=Prompt  F5=Refresh  F6=Add offender  F10=Print  F11=Menu bar
F12=Cancel  F13=Repeat  F17=Subset  F19=Summary  F23=More options
  
```

- Or from your caseload screen select 2 on the offender you are going to assess.

```

4 Active_Jobs WS_Options Process_Step Info_Windows Cis_Web_Serve
-----
7302 PPO OFFICER : Information Windows :
SID#: 12345678 TEST. OFFENDER : S Scars, Marks and Tattoos :
Status: Probation MED : R Relationships - by Inmate :
1235 NE 15TH AVE : B Other Numbers :
PORTLAND, OR 97212-2308 : Y W/W Offender Designators :
HmPh: 503)555-5555 WrkPh: 503)555-5555 : O W/W Caseload Hist &Chg Primary :
COFO SUPV : H W/W Structured Sanctions :
A&D HX : W W/W Offender Polygraphs :
: A W/W Offender Risk Assessments :
DNA Collected TCU Scor : J W/W Offender Stable/Acute :
Date Time Place Person : Z W/W STATIC-99 Assessment :
8/20/2012 O X : More... :
-----
-----
-----
-----
-----
More...
F3=Exit F4=Prompt/PhoneHist F5=Refresh F7=Browse backward
F8=Browse frwd F10=Print F11=Menu bar F19=Edit text F24=More keys

```

- Once in the offender information screen:
 - select F11,
 - 4 for Info Windows, then
 - 'A' for Offender Risk Assessments.

```

CMS244I Corrections Information Systems (TEST) 15:26:30
CUMMINSL Work with Risk Assessments 3/20/12

Offender..... 12345678 TEST, OFFENDER Custody: 01 03
HI 3/01/2012 Status: LANE PostPrison Caseload: 6533

Enter option...
2=Change 4=Delete 5=Display 6=Print 7=Comments
9=Override data 10=Delete override

Opt Assessment Cmt Tool Score Calc Supr Override Loca Caseld Sts Custody
3/01/2012 N OCMS 12 HI HI LANE 6533 PO 01 03
2/08/2012 N OCMS 11 HI LOW LANE 6533 PO 01 03
12/28/2011 N OCMS 11 HI HI LANE 6533 PO 01 03
1/29/2010 N OCMS 1- LTD LOW LANE 6533 PR 01 01
12/21/2009 N OCMS 1- LTD MED LANE 6533 PR 01 01
9/18/2009 N OCMS 1- LTD LOW LANE 6533 PR 01 01
9/10/2009 N OCMS 1- LTD HI LANE 6533 PR 01 01

Bottom
F3=Exit F4=Prompt F5=Refresh F6=Create F9=Retrieve F11=Menu bar
F12=Cancel F13=Repeat F14=All comments

```

- To start, press the F6=Create key on the Work with Risk Assessments screen (CMS244I)

The below is the new PSC assessment screen.

```

CMS345I      Corrections Information Systems (TEST)      15:33:27
CUMMINSL      Offender Risk Assessment                  3/20/12
                                           CHANGE
Offender: 12345678 TEST, OFFENDER      Sts: LANE PostPrison
Current Risk: HI 3/01/2012              Caseload: 6533
LS/CMI Score: N/A
Assessment Dt: 3/20/2012      Calculated Lvl:      Assigned Lvl:

Opt 1=Select Tool
           Score  Source  Level
PSC      26      Felony  Medium
Proxy Tool      Reason:      F9=Score Proxy

F3=Exit      F6=SAVE      F9=Score Proxy
F12=Cancel   F14=Comments  F20=View PSC Data
    
```

- Note in the header area that this screen indicates the Current Risk level, date the assessment was done, and the LS/CMI score, if available.
- A PSC score will show here if available.

```

CMS346I      Corrections Information Systems (TEST)      15:42:56
CUMMINSL      Public Safety Checklist for Oregon        3/20/12
                                           INQUIRY
Offender: 12345678 TEST, OFFENDER      DOB: 5/13/1964

PSC Data Source: Felony

Risk Score: 26 Medium      Age used in PSC create: 47
=====
Gender:      Female      Total Statutory arrests: 8
Age at First Arrest: 42      Total Property arrests: 2
Person Offense Conv: No      Total Person arrests: 0
Statutory Offense Conv: Yes      Total Statutory arrests/5 yrs: 8
Property Offense Conv: Yes      Total Property arrests/5 yrs: 2
Multiple Custody Cycles: No      Total Person arrests/5 yrs: 0
Prior Incarceration: Yes
Prior Theft Conviction: Yes

F3=Exit      F12=Cancel      F20=View PSC Data
    
```

If you would like to view the CJC data that derived the score, press F20=View PSC Data and the Public Safety Checklist for Oregon (CMS346I) screen appears:

- The data presented on this screen is the same as that on the PSC website with the exception of Age at First arrest.
- Note that this field contains the offender’s age if you decide, based on the criteria, to run the Proxy.
- This screen also tells you if the PSC data source is based on Felony Convictions (Felony) or Arrest data (Arrest).
- If the score is based on Arrest data, the screen will display the same disclaimer from the PSC website; ‘Offender does not show a felony conviction history in Oregon. Due to the limited criminal history, the risk score has less predictability.’, but will not display the Multiple Custody Cycles, Prior Incarceration, and Prior Theft Conviction fields.
- Please also note that the PSC data is a compilation of information from LEDS and DOC, and may not necessarily match what is in CIS. This screen is View only.

```

CMS345I          Corrections Information Systems (TEST)          15:57:00
CUMMINSL          Offender Risk Assessment                      3/20/12
                                                    CHANGE
Offender: 12345678 TEST, OFFENDER          Sts: LANE PostPrison
Current Risk:   HI   3/01/2012              Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:  3/20/2012      Calculated Lvl:      Assigned Lvl:

Opt 1=Select Tool
          Score   Source   Level
1  PSC          26     Felony   Medium   As of:  3/19/2012

          Proxy Tool          Reason:          F9=Score Proxy

          NOTE: F6=SAVE to save Assessment Data & Changes

F3=Exit      F6=SAVE          F9=Score Proxy
F12=Cancel   F14=Comments      F20=View PSC Data

```

- F3 or F12 back to the Offender Risk Assessment screen to select the tool with a '1':
- Note that there is F14=Comments to record any information regarding the assessment.

```

CMS345I          Corrections Information Systems (TEST)          16:05:18
CUMMINSL          Offender Risk Assessment                      3/20/12
                                                    CHANGE
Offender: 12345678 TEST, OFFENDER          Sts: LANE PostPrison
Current Risk:   MED 3/20/2012              Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:  3/20/2012      Calculated Lvl: MED      Assigned Lvl: MED

Opt 1=Select Tool
          Score   Source   Level
1  PSC          26     Felony   Medium   As of:  3/19/2012

          Proxy Tool          Reason:          F9=Score Proxy

F3=Exit      F6=SAVE          F9=Score Proxy
F12=Cancel   F14=Comments      F20=View PSC Data

```

- Once the tool is selected with a '1', you **MUST** press F6 to **SAVE** it.
- **If F6 is not pressed, the tool (in this example the PSC) WILL NOT BE SAVED** and when you F3 or F12 back to the main Work with Risk Assessments screen the assessment will not be listed.
- **Note that once you press F6=Save, the assessment is scored:**

CMS244I Corrections Information Systems (TEST) 16:25:01
 CUMMINSL Work with Risk Assessments 3/20/12

Offender..... 12345678 TEST, OFFENDER Custody: 01 03
 MED 3/20/2012 Status: LANE PostPrison Caseload: 6533

Enter option...

2=Change 4=Delete 5=Display 6=Print 7=Comments
 9=Override data 10=Delete override

Opt	Assessment	Cmt	Tool	Score	Calc	Supr	Override	Loca	Caseld	Sts	Custody
	3/20/2012	Y	PSC	26	MED	MED		LANE	6533	PO	01 03
	3/01/2012	N	OCMS	12	HI	HI		LANE	6533	PO	01 03
	2/08/2012	N	OCMS	11	HI	LOW		LANE	6533	PO	01 03
	12/28/2011	N	OCMS	11	HI	HI		LANE	6533	PO	01 03
	1/29/2010	N	OCMS	1-	LTD	LOW		LANE	6533	PR	01 01
	12/21/2009	N	OCMS	1-	LTD	MED		LANE	6533	PR	01 01
	9/18/2009	N	OCMS	1-	LTD	LOW		LANE	6533	PR	01 01
	9/10/2009	N	OCMS	1-	LTD	HI		LANE	6533	PR	01 01

Bottom

F3=Exit F4=Prompt F5=Refresh F6=Create F9=Retrieve F11=Menu bar
 F12=Cancel F13=Repeat F14=All comments

- Pressing F3 or F12 to return to the main Work with Risk Assessments screen shows the new assessment the assessment tool used, and the Calculated and Supervised risk levels.
- Also, a comment is noted if one was done by a 'Y' listed under the Comment column:

Creating The Proxy Assessment

1. If the PSC assessment has been completed and you determine the offender meets the criteria to do the Proxy instead, you can do a 2=Change on the assessment and go back to the Offender Risk Assessment Screen and do the F9=Score Proxy Or;
2. If the Proxy is the tool to be used per the criteria initially, use the F9=Score Proxy from the main Offender Risk Assessment Screen. The Proxy Data Collection screen will appear:

CMS347I	Corrections Information Systems (TEST)	16:32:30
CUMMINSL	Proxy Data Collection	3/20/12
		CHANGE
Offender: 12345678 TEST, OFFENDER		
Current Risk: MED 3/20/2012		Current Status: LANE PostPrison
LS/CMI Score: N/A		
Public Safety Checklist Score: 26 Medium		
		Score
1.	Current Age: 47	0
2.	Age of First Arrest (lifetime) or summons, warrant for any criminal offense 42	0
3.	Number of Prior Arrests Adult) or summons, warrant for any criminal offense 0 (Do Not Include Current Arrests)	0
TOTAL:		0 Low Risk
Proxy Reason code: OOS OOS History		
F3=Exit F4=Prompt F12=Cancel		

- The offender's Current Age is auto-populated based on the offender's date of birth at the time of the assessment.
- All three questions MUST be answered and a Reason Code selected to generate a Proxy score.

CMS347I	Corrections Information Systems (TEST)	11:25:37
CUMMINSL	Proxy Data Collection	3/20/12
		CHANGE
Offender: 12345678 TEST, OFFENDER		
Current Risk: HI 3/01/2012		Current Status: LANE PostPrison
LS/CMI Score: N/A		
Public Safety Checklist Score: 26 Medium		
		Score
	Current Age: 47	0
	Age of First Arrest (lifetime) or summons, warrant for any criminal offense 0	0
	Number of Prior Arrests * (Adult) or summons, warrant for any criminal offense 0	0
TOTAL:		0 *Incomplete*
Proxy Reason code:		
F3=Exit F4=Prompt F12=Cancel		

- If any of the data fields are left empty, no score will present on the screen and a message will display '*Incomplete*?'

```

Proxy Reason Codes
Position to . . . .
Code Description
BOTH OOS History & No PSC score
JUVE Juvenile Arrest Data
NPSC No PSC Score Available
OOS Out Of State History

Bottom

F12=Cancel
Update System Table PXY RC

```

- Currently, there are only 4 valid reasons (Both, JUVE, NPSC, and OOS) to do the Proxy which you can find by prompting the Proxy Reason Code field with F4. Entry into this field is also MANDATORY.
- Press Enter to save the Proxy and F3 to return to the main Offender Risk Assessment screen:

```

CUMMINSL Offender Risk Assessment 3/20/12
CHANGE
Offender: 12345678 TEST, OFFENDER Sts: LANE PostPrison
Current Risk: LOW 3/20/2012 Caseload: 6533
LS/CMI Score: N/A
Assessment Dt: 3/20/2012 Calculated Lvl: LOW Assigned Lvl: LOW

Opt 1=Select Tool
Score Source Level
PSC 26 Felony Medium
1 Proxy Tool 0 Low Risk Reason: OOS F9=Score Proxy

F3=Exit F6=SAVE F9=Score Proxy
F12=Cancel F14=Comments F20=View PSC Data

```

- Enter a '1' on the Proxy selection line. Press F6=SAVE.
- Once the tool is selected with a '1', you MUST press F6 to SAVE it.
- If F6 is not pressed the tool (in this example the Proxy) WILL NOT BE SAVED and will not be listed on the main Work with Risk Assessments screen.

```

CMS244I Corrections Information Systems (TEST) 16:40:48
CUMMINSL Work with Risk Assessments 3/20/12
Offender..... 12345678 TEST, OFFENDER Custody: 01 03
LOW 3/20/2012 Status: LANE PostPrison Caseload: 6533
Enter option...
2=Change 4=Delete 5=Display 6=Print 7=Comments
9=Override data 10=Delete override
Opt Assessment Cmt Tool Score Calc Supr Override Loca Caseld Sts Custody
3/20/2012 Y Proxy 0 LOW LOW LANE 6533 PO 01 03
3/01/2012 N OCMS 12 S HI HI LANE 6533 PO 01 03
Bottom
F3=Exit F4=Prompt F5=Refresh F6=Create F9=Retrieve F11=Menu bar
F12=Cancel F13=Repeat F14=All comments

```

The assessment used is now the Proxy:

Overrides

Overrides for the PSC/Proxy are now limited to some of the other specific Risk Assessments for specialty populations, County policy, and Unavailable.

```

CMS244I          Corrections Information Systems (TEST)          11:45:27
CUMMINSL          Work with Risk Assessments                    3/20/12

Offender..... 12345678  TEST, OFFENDER          Custody: 01 03
                MED 3/21/2012  Status: LANE PostPrison  Caseload: 6533
Enter option...
  2=Change          4=Delete    5=Display    6=Print    7=Comments
  9=Override data  10=Delete  override
Opt Assessment Cmt Tool  Score  Calc Supr Override  Loca Caseld Sts  Custody
  9  3/20/2012 Y  Proxy 0    LOW  LOW          LANE 6533  PO  01 03
  3/01/2012 N  OCMS 12  S  HI   HI          LANE 6533  PO  01 03

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F6=Create  F9=Retrieve  F11=Menu bar
F12=Cancel  F13=Repeat  F14=All comments
  
```

- To do the override, from the Work with Risk Assessments (CMS244I) screen, choose the assessment to be overridden, enter 9=Override data and press Enter:

```

CMS348I          Corrections Information Systems (TEST)          11:49:57
CUMMINSL          PSC or Proxy Score Override                    3/20/12
                CREATE
Offender: 12345678  TEST, OFFENDER          DOB: 5/13/1964
Current Risk: MED 3/21/2012  Status: LANE PostPrison  Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:  3/21/2012      Override Lvl:          Calculated Lvl: MED

Opt 1=Select Reason for Override:
  LS/CMI
  STABLE
  ODARA
  Policy Override
  Sexually Violent Dangerous Offender (SVDO)
  Unavailable      Code:          F4=Prompt

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel
  
```

- The Offender Risk Assessment Override screen will appear:

```

CUMMINSL                PSC or Proxy Score Override                3/20/12
                                                                CREATE
Offender: 12345678      TEST, OFFENDER                DOB: 5/13/1964
Current Risk:  MED 3/21/2012  Status: LANE PostPrison  Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:  3/21/2012      Override Lvl:                Calculated Lvl: MED

Opt 1=Select Reason for Override:
LS/CMI
STABLE
ODARA
Policy Override
Sexually Violent Dangerous Offender (SVDO)
Unavailable      Code:      F4=Prompt

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel

Required entry.

```

- Enter the level being overridden to in the **Override Lvl field**. If the level is not entered, the program will return an error message, **'Required Entry'**:

```

CMS348I                Corrections Information Systems (TEST)                14:28:22
CUMMINSL                PSC or Proxy Score Override                3/21/12
                                                                CHANGE
Offender: 12345678      TEST, OFFENDER                DOB: 5/13/1964
Current Risk:  HI 3/21/2012  Status: LANE PostPrison  Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:  3/21/2012      Override Lvl: HI                Calculated Lvl: MED

Opt 1=Select Reason for Override:
1 LS/CMI
STABLE
ODARA
Policy Override
Sexually Violent Dangerous Offender (SVDO)
Unavailable      Code:      F4=Prompt

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F14=Comments

```

- Select the Reason for the override with a '1'.
- Only one Reason can be selected.
- If selecting the LS/CMI, the Stable, or ODARA assessment, you MUST have done the assessment in CIS prior to the override or the program will block it:
- If selecting Sexually Violent Dangerous Offender, there MUST be an SVDO Designator entry in CIS.

```

CMS348I          Corrections Information Systems (TEST)          14:33:12
CUMMINSL          PSC or Proxy Score Override                    3/21/12
                                     CREATE
Offender: 12345678  TEST, OFFENDER                               DOB: 5/13/1964
Current Risk:  MED 3/21/2012  Status: LANE PostPrison           Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:   3/21/2012      Override Lvl: HI                Calculated Lvl: MED

Opt 1=Select Reason for Override:
LS/CMI

STA
ODA  CMS249I Add Risk Assessment Comments for
1  Pol 12345678 TEST, OFFENDER          Assess date: 3/21/2012
Una  TEST
_____
_____
_____
_____
_____
More...
F3=Exit  F5=Refresh  F12=Cancel  F13=Insert  F14=Delete  F15=Wrap off

```

- Selecting with a '1' the LS/CMI, Stable, ODARA, and Policy Override will require a comment, with the comments box automatically appearing.

```

CMS348I          Corrections Information Systems (TEST)          14:39:18
CUMMINSL          PSC or Proxy Score Override                    3/21/12
                                     CHANGE
Offender: 12345678  TEST, OFFENDER                               DOB: 5/13/1964
Current Risk:  HI 3/21/2012  Status: LANE PostPrison           Caseload: 6533
LS/CMI Score:  N/A
Assessment Dt:   3/21/2012      Override Lvl: HI                Calculated Lvl: MED

Opt 1=Select Reason for Override:
LS/CMI

STABLE          PSC/Proxy Override Reasons
ODARA           Position to . . . .
Policy Override Code Description
1  Unavailable  Code:  CMPO Compact Out of State
                       IC  In Custody
                       MEDI Medical-Hospice, Hospital, etc
                       TRMT Residential Treatment
                       WARR Warrant/Abscond

Bottom

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel
Update System Table RSK RC

Code required with Unavailable.

```

- Selecting **Unavailable** requires the use of a code. F4 to select:

CMS244I	Corrections Information Systems (TEST)		14:49:55
CUMMINSL	Work with Risk Assessments		3/21/12
Offender.....	12345678	TEST, OFFENDER	Custody: 01 03
	HI	3/21/2012 Status: LANE PostPrison	Caseload: 6533
Enter option...			
2=Change	4=Delete	5=Display	6=Print 7=Comments
9=Override data	10=Delete override		
Opt	Assessment	Cmt	Tool Score Calc Supr Override Loca Caseld Sts Custody
	3/20/2012	Y	PSC 26 MED MED Policy LANE 6533 PO 01 03
	3/01/2012	N	OCMS 12 HI HI LANE 6533 PO 01 03
	2/08/2012	N	OCMS 11 HI LOW LANE 6533 PO 01 03
	12/28/2011	N	OCMS 11 HI HI LANE 6533 PO 01 03
	1/29/2010	N	OCMS 1- LTD LOW LANE 6533 PR 01 01
	12/21/2009	N	OCMS 1- LTD MED LANE 6533 PR 01 01
	9/18/2009	N	OCMS 1- LTD LOW LANE 6533 PR 01 01
	9/10/2009	N	OCMS 1- LTD HI LANE 6533 PR 01 01
Bottom			
F3=Exit	F4=Prompt	F5=Refresh	F6=Create F9=Retrieve F11=Menu bar
F12=Cancel	F13=Repeat	F14=All comments	

- If any override reason is used, the main Work with Risk Assessments screen will include the code in the Override column

The Caseload Screen:

CMS203I	Corrections Information Systems (TEST)		15:17:08
CUMMINSL	Work with Offenders Summary		3/21/12
Caseload number . . . 6510 LANE, PO			
Position to . . .			
Enter option...			
2=Change	4=Remove from caseload	5=Display	6=Print chrono 7=DNA req.
8=History	9=SAT log	12=Condition tracking	13=Treatment programs
Opt	Offender Name	SID#	Expir Date CLS Tool Status C DNA
	TEST 1,	1234567	1/17/2015 MED OCMS PR P
	TEST 2,	2345678	10/21/2015 LOW OCMS PR P
	TEST 3,	3456789	8/18/2012 MED OCMS PO BRD P
	TEST 4,	9876543	9/15/2013 MED OCMS PO BRD P
	TEST 5,	8765432	4/25/2013 MED OCMS PR P
More...			
More...			
F3=Exit	F4=Prompt	F5=Refresh	F6=Add offender F10=Print F11=Menu bar
F12=Cancel	F13=Repeat	F17=Subset	F19=Summary F23=More options

- Notice on the caseload screen there is **no Reassess Due date**.
- Notice also the **Primary/Secondary** column heading has changed to 'C' for caseload and the 'P' for primary or 'S' for secondary will appear.

Auto chronos

- Auto chronos are produced by the program when an assessment is **done** (approved) and/or **overridden**:

08/13/2012 03:32 PM Office No Contact
 Risk Assessment **Approved**. Risk Score: 18 & Supervision Level: LOW
 COMM CUMMINSL 08/13/2012

08/13/2012 03:32 PM Office No Contact
Override complete. Assigned level: MED; Reason: LS/CMI
 COMM CUMMINSL 08/13/2012

OTTO For Community Corrections for the PSC/Proxy 2/25/14:

CCOTTO is a Notification program built for the Community similar to the program that has been in use by the institution for some time. Initially for Community Corrections OTTO will notify you via the Work With Offenders Summary screen (CMS203I the caseload screen) when a new PSC or Proxy assessment should be done. OTTO does NOT send e-mail messages.

There is a new column 'R' on the caseload screen. An 'R' will appear in the column next to an offender name if there is a message to view.

CMS203I	Corrections Information Systems	8:08:53						
CUMMINSL	Work with Offenders Summary	2/19/14						
Caseload number . . . XXXX GOOD PO								
Position to . . .								
Enter option...								
2=Change 4=Remove from caseload 5=Display 6=Print chrono 7=DNA req.								
8=History 9=SAT log 12=Condition tracking R=Review Chgs 13=Treatment prgms								
Opt	Offender Name	SID#	Expir Date	CLS	Tool	R	Status	C DNA
	TESTS, ROGER MEREDIT	1234567	3/18/2014	LOW	PSC		PR	P
	TESTS, MICHAEL JAMES	12345678	11/15/2014	LOW	PSC		PR	P
	TESTS, RONI RACHEL	2345678	11/06/2014	LOW	PSC		PR	P
	TESTS, RAFA	23456789	3/20/2014	LOW	LSCMI		PR	P
	TESTS, ARTURO	34567890	8/27/2014	LOW	PSC		PR	P
	TESTS, CODY MICHAEL	45678910	3/05/2014	LOW	PSC		PR	P
	TESTS, ARIEL MICH	56789101	10/03/2014	LOW	PSC		PR	P
	TESTS, LAMAR AVER	67891011	1/10/2015	MED	PSC		CD	P
	TESTS, PHILLIP LE	3456789	3/17/2014	LOW	LSCMI		PO BRD	P
	TESTS, RYAN CURT	78910112	5/14/2014	LOW	LSCMI	R	PR	P
	TESTS, JOEL DAVID	89101112	7/08/2015	LOW	PSC		PO BRD	P
More...								
F3=Exit	F4=Prompt	F5=Refresh	F6=Add offender	F10=Print	F11=Menu bar			
F12=Cancel	F13=Repeat	F17=Subset	F19=Summary	F23=More options				

To view the message, enter an 'R' in front of the offender name and press <Enter>.

CMS203I	Corrections Information Systems	8:08:53
CUMMINSL	Work with Offenders Summary	2/19/14

Caseload number . . . XXXX GOOD PO

Position to . . .

Enter option...

2=Change 4=Remove from caseload 5=Display 6=Print chrono 7=DNA req.
8=History 9=SAT log 12=Condition tracking **R=Review Chgs** 13=Treatment prgms

Opt	Offender Name	SID#	Expir Date	CLS	Tool	R	Status	C DNA
	TESTS, ROGER MEREDIT	1234567	3/18/2014	LOW	PSC		PR	P
	TESTS, MICHAEL JAMES	12345678	11/15/2014	LOW	PSC		PR	P
	TESTS, RONI RACHEL	2345678	11/06/2014	LOW	PSC		PR	P
	TESTS, RAFA	23456789	3/20/2014	LOW	LSCMI		PR	P
	TESTS, ARTURO	34567890	8/27/2014	LOW	PSC		PR	P
	TESTS, CODY MICHAEL	45678910	3/05/2014	LOW	PSC		PR	P
	TESTS, ARIEL MICH	56789101	10/03/2014	LOW	PSC		PR	P
	TESTS, LAMAR AVER	67891011	1/10/2015	MED	PSC		CD	P
	TESTS, PHILLIP LE	3456789	3/17/2014	LOW	LSCMI		PO BRD	P
R	TESTS, RYAN CURT	78910112	5/14/2014	LOW	LSCMI	R	PR	P
	TESTS, JOEL DAVID	89101112	7/08/2015	LOW	PSC		PO BRD	P

More...

F3=Exit F4=Prompt F5=Refresh F6=Add offender F10=Print F11=Menu bar
F12=Cancel F13=Repeat F17=Subset F19=Summary F23=More options

The new W/W Offender Caseload Changes (CCC100I – OTTO) will appear for this offender:

CCC100I	Corrections Information Systems	8:48:50
CUMMINSL	W/W Offender Caseload Changes	2/19/14

Offender.. 78910112 Tests, Ryan Curtis Caseload: XXXX
Current status.. Probation TEST Test County Community Correcti

Enter option...
4=Delete

Opt	Review Dt	Action	Review Comment
	2/19/2014	*	Review override on Classification matches new PSC

Bottom

F3=Exit F11=Menu bar F12=Cancel

There are two types of OTTO Notifications; Action and Review.

- Action types are denoted by an (*) in the Action column of the W/W Offender Caseload Changes screen. They require you to complete the action described in the message, and will continue to notify you daily until you do, even if you delete the message. Once the action is completed, OTTO will not send a message the following day after the program runs between 6:00 and 6:30 a.m., and will delete the R code and message. Messages can also be deleted manually with option 4=Delete.

- Review types are informational and will give you time to complete the suggested action. You are notified once, and the R code and message will be deleted after 4 days. Messages can also be deleted manually with option 4=Delete.

OTTO will send notifications on offenders whose status is:

- CD (Conditional Discharge)
- DV (Diversion)
- LV (Leave)
- PA (Parole)
- PO (Post Prison)
- PR (Probation)
- PS (Post Parole)
- SL (Second Look Juvenile)

OTTO will NOT send notifications on offenders whose status is:

- AP (Admission Pending) – the offender must be admitted to supervision first
- DI (Discharge)
- IN (Inmate)
- IV (Compact Investigation)

- LC (Local Control)
- LP (Leave Pending) – the offender must be admitted to supervision first
- SP (Second Look Pending) – the offender must be admitted to supervision first

OTTO will not send notifications on any offenders who are currently on any outcount status, such as ABSC. Once the offender is admitted from outcount, OTTO will send notifications only IF the risk level has changed. For example, if the offender’s risk level was Low when they absconded, and once readmitted to supervision the level is still Low, OTTO will not send a notification requiring a new PSC/Proxy. If the level has changed to Medium or High once readmitted, OTTO will send a notification.

OTTO will scan daily for the following situations in CIS:

- A change in PSC Level (*Action Type Notification). The PSC runs daily behind the scene and is available in CIS after 6:00 a.m. OTTO will determine if the risk level has changed from the assessment last saved in CIS and send a notification requiring a new PSC if it has. **The Action message displayed will be ‘New PSC available with different level XXX (the new level).**
- An offender admitted to a new Custody Cycle (Review type for the first 30 days, then *Action type after 30 days). **The Review message displayed will be New offender needs Risk Assessment – Admitted 00/00/0000 (the date of admission).** Once 30 days has passed from the date of admission, OTTO will send an Action message. **The Action message displayed will be ‘Risk Assessment required – Admitted over 30 days 00/00/0000 (the date of admission).**
- An offender is admitted to supervision from DOC Institution or Local Control (Review type for the first 30 days, then *Action type after 30 days). **The Review message**

displayed will be Prev XXXX (DOC institution or LC) offender needs Risk Assessment – Admitted 00/00/0000 (the date of admission). Once 30 days has passed from the date of admission, OTTO will send an Action message. **The Action message displayed will be ‘Risk Assessment required – Admi frm XXXX (DOC institution or LC)over 30 days 00/00/0000** (the date of admission).

- If a change in Risk Level matches any Override Level (*Action Type Notification). If OTTO determines a new PSC level is available that is the same as the previous assessment’s override level (with the exception of an assessment using the Proxy with Reason Codes of OOS, BOTH, or JUVE) a new PSC will be required. For example, if an offender’s current risk assessment produced a calculated score of Low, but was overridden to Medium, AND a new PSC level was detected of Medium, OTTO will send a notification requiring a new PSC. **The Action message displayed will be ‘Review override on Classification matches new PSC’.**
- If a Proxy is done based on NPSC (No PSC score available) and a PSC becomes available (*Action Type Notification). All other reason codes for doing the Proxy are bypassed. **The Action message displayed will be ‘PSC available now with XXX level’.**

Creating a new PSC can be done directly from the W/W Offender Caseload Changes (CCC100I – OTTO) by using the Info Windows navigation tool, F11-4-R:

```

4 Active_Jobs WS_Options Process_Step Info_Windows Cis_Web_Serve
-----
Offender.. 78910112 Tests, Ryan Curtis : R W/W Offender Risk Assessments :
Current status.. Probation TEST Tes : :
Enter option... : :
4=Delete : :
Opt Review Dt Action Review Comment : :
2/21/2014 * Review override on Clas : :
: :
: :
: Bottom :
:.....

F3=Exit F11=Menu bar F12=Cancel Bottom

```

This will take you to the Risk Assessment (CMS2441) screen where you can create the new assessment:

```

CMS244I          Corrections Information Systems          9:20:24
CUMMINSL          Work with Risk Assessments          2/21/14

Offender..... 78910112 TESTS, RYAN CURTIS          Custody: 01 01
                LOW 4/23/2013 Status: TEST Probation Caseload: XXXX

Enter option...
  2=Change          4=Delete    5=Display    6=Print    7=Comments
  9=Override data  10=Delete override

Opt Assessment Cmt Tool Score Calc Supr Override Loca Caseld Sts Custody
4/23/2013 Y PSC 30 MED LOW LSCMI 6 TEST XXXX PR 01 01

Bottom
F3=Exit F4=Prompt F5=Refresh F6=Create F9=Retrieve F11=Menu bar
F12=Cancel F13=Repeat F14=All comments

```

A new subset field has been added to the Caseload Screen so you can subset for only offenders that have R codes currently displaying. Key in F17=Subset to get to the subset criteria:

```

CMS203I          Corrections Information Systems          8:08:53
CUMMINSL          Work with Offenders Summary          2/19/14

Caseload number . . . XXXX GOOD PO
                Position to . . .

Enter option...
  2=Change    4=Remove from caseload    5=Display    6=Print chrono    7=DNA req.
  8=History    9=SAT log    12=Condition tracking    R=Review Chgs    13=Treatment prgms

Opt Offender Name SID# Expir Date CLS Tool R Status C DNA
TESTS, ROGER MEREDIT 1234567 3/18/2014 LOW PSC PR P
TESTS, MICHAEL JAMES 12345678 11/15/2014 LOW PSC PR P
TESTS, RONI RACHEL 2345678 11/06/2014 LOW PSC PR P
TESTS, RAFA 23456789 3/20/2014 LOW LSCMI PR P
TESTS, ARTURO 34567890 8/27/2014 LOW PSC PR P
TESTS, CODY MICHAEL 45678910 3/05/2014 LOW PSC PR P
TESTS, ARIEL MICH 56789101 10/03/2014 LOW PSC PR P
TESTS, LAMAR AVER 67891011 1/10/2015 MED PSC CD P
TESTS, PHILLIP LE 3456789 3/17/2014 LOW LSCMI PO BRD P
TESTS, RYAN CURT 78910112 5/14/2014 LOW LSCMI R PR P
TESTS, JOEL DAVID 89101112 7/08/2015 LOW PSC PO BRD P

More...
F3=Exit F4=Prompt F5=Refresh F6=Add offender F10=Print F11=Menu bar
F12=Cancel F13=Repeat F17=Subset F19=Summary F23=More options

```

Place your cursor on the Review Changes Only field and enter 'Y' for Yes:

```

CMS203I          Corrections Information Systems          9:29:59
CUMMINSL          Offender Subset Selection              2/21/14

Type choices, press Enter.
Name (LAST FIRSTM) . . . *ALL                *ALL, name, partial*
Status . . . . . *ALL                *ALL, status (PA, PR, IN)
Include outcounts . . . *NONE            *NONE, *ALL, *ONLY, FTR, code
Risk assessment . . . . *ALL                *ALL, *NEW, *UNA, HI, MED ...

Expiration date . . . . 99/99/9999            As of date

Home/Off contact/date . *ALL 99/99/9999        *ALL, type / As of date
Last monthly report . . 99/99/9999            As of date

Special condition . . . *ALL                *ALL, code
Treatment type/program. *ALL *ALL            *ALL, name

Address city. . . . . *ALL                *ALL, name
Address state/zip/zone. *ALL *ALL *ALL        *ALL, state / zip / zone
Case assignment . . . . *ALL                *ALL, P=Primary, S=Secondary
Review Changes Only . . Y                    (N)o or (Y)es

F4=Prompt  F5=Refresh  F12=Cancel

```

Press <Enter> and only those offenders with R codes will appear in your subsetted caseload list:

```

CMS203I          Corrections Information Systems          9:34:34
CUMMINSL          Work with Offenders Summary          2/21/14

Caseload number . . . XXXX GOOD PO
                                Position to . . .

Enter option...
 2=Change  4=Remove from caseload  5=Display  6=Print chrono  7=DNA req.
 8=History 9=SAT log 12=Condition tracking R=Review Chgs 13=Treatment prgms

Opt Offender Name      SID#      Expir Date  CLS  Tool  R  Status  C DNA
-----
TESTS, RYAN CURT      78910112  5/14/2014  LOW  LSCMI  R  PR      P
TESTS, KATE J         11111111  8/06/2015  LOW  LSCMI  R  PR      P
TESTS, DANIEL ARC     22222222  7/30/2015  LOW  PSC    R  PR      P Req
TESTS, KRYSTA RACHEL 12222222  1/16/2015  LOW  LSCMI  R  PR      P

                                Bottom
F3=Exit  F4=Prompt  F5=Refresh  F6=Add offender  F10=Print  F11=Menu bar
F12=Cancel  F13=Repeat  F17=Subset  F19=Summary  F23=More options
This is a subsetted list.

```

A new report, CCOTTO Message Review/Monitor has been added to the Management Statistics menu from the CC Reports Menu:

and enter by SID, or use the subset feature mentioned previously to bring up only those offenders who have R codes on their caseload.

Important Note: Deleting the R code messages does NOT remove the days notified in the report.

CCM500I	Corrections Information Systems	10:15:42
CUMMINSL	CCOTTO Action Review Messages	2/21/14
Resp Case- ID	Count	List Count: 160
Loca Load Number (Days)	Comment Line	
TEST XXXX 12837511	46 New PSC available with different level HI	
TEST XXXX 13231107	46 New PSC available with different level LOW	
TEST XXXX 13366896	46 New PSC available with different level LOW	
TEST XXXX 15955275	46 New PSC available with different level HI	
TEST XXXX 15988043	46 New PSC available with different level HI	
TEST XXXX 18088555	38 New PSC available with different level HI	
TEST XXXX 18616807	27 New PSC available with different level MED	
TEST XXXX 18930010	30 New PSC available with different level HI	
TEST XXXX 19102614	46 New PSC available with different level HI	
TEST XXXX 19273122	13 New PSC available with different level MED	
TEST XXXX 19398775	46 New PSC available with different level MED	
TEST XXXX 19410053	38 New PSC available with different level MED	
TEST XXXX 19487105	46 New PSC available with different level LOW	
TEST XXXX 20112127	46 New PSC available with different level LOW	
TEST XXXX 5030197	46 New PSC available with different level MED	
		More...
F3=Exit	F10=Print	F12=Cancel

Important Considerations:

Because Community Corrections rarely deals in real time in CIS, there are a few things to remember. If an offender’s admit date is the first of the month, but it is days/weeks before support staff are able to enter the information in CIS for the OTTO notifications that look at admission to a new custody cycle or from DOC or Local control, OTTO cannot begin to notify until the information has been entered. OTTO does look at the admission date, and the 30 days will count down from that date.

Because OTTO runs between 6:00 and 6:30 each morning, notifications will be sent out, if necessary, around that time and an R code will appear on the caseload. If an assessment is done later that day, the R code will remain until the following morning when OTTO runs again.

- Old OCMS cases with overrides: OTTO will only notify on cases that are returned from an outcount IF the risk level has changed. For most of the offenders with old OCMS assessments that return from an outcount, because they were overridden to Limited (a level not included in the PSC), OTTO will see the level change and require a new assessment. However, there will be some where the levels may match a new PSC and OTTO will not notify. Lack of notification from OTTO does not prevent the creation of a new risk assessment. Please remember, for all offenders whose last

assessment was done by OCMS, to do a new risk assessment when admitting back to supervision whether OTTO notifies you or not.

- Sanctions on Abscond offenders. Although the Structured Sanction Rule is under review, currently it requires offenders who have absconded to be sanctioned at the risk level they were at when they absconded. There are two work-arounds for this: 1) In the automated structured sanction program you can change the risk level to the previous level IF you supply all the dates, i.e. decision date, custody being and end dates, etc. and/or 2) Create the sanction before you do the new risk assessment.